

**ALPHA CLASS**

**INSTRUCTOR HOME USA**  
*WITH*  
**ALPHA I**

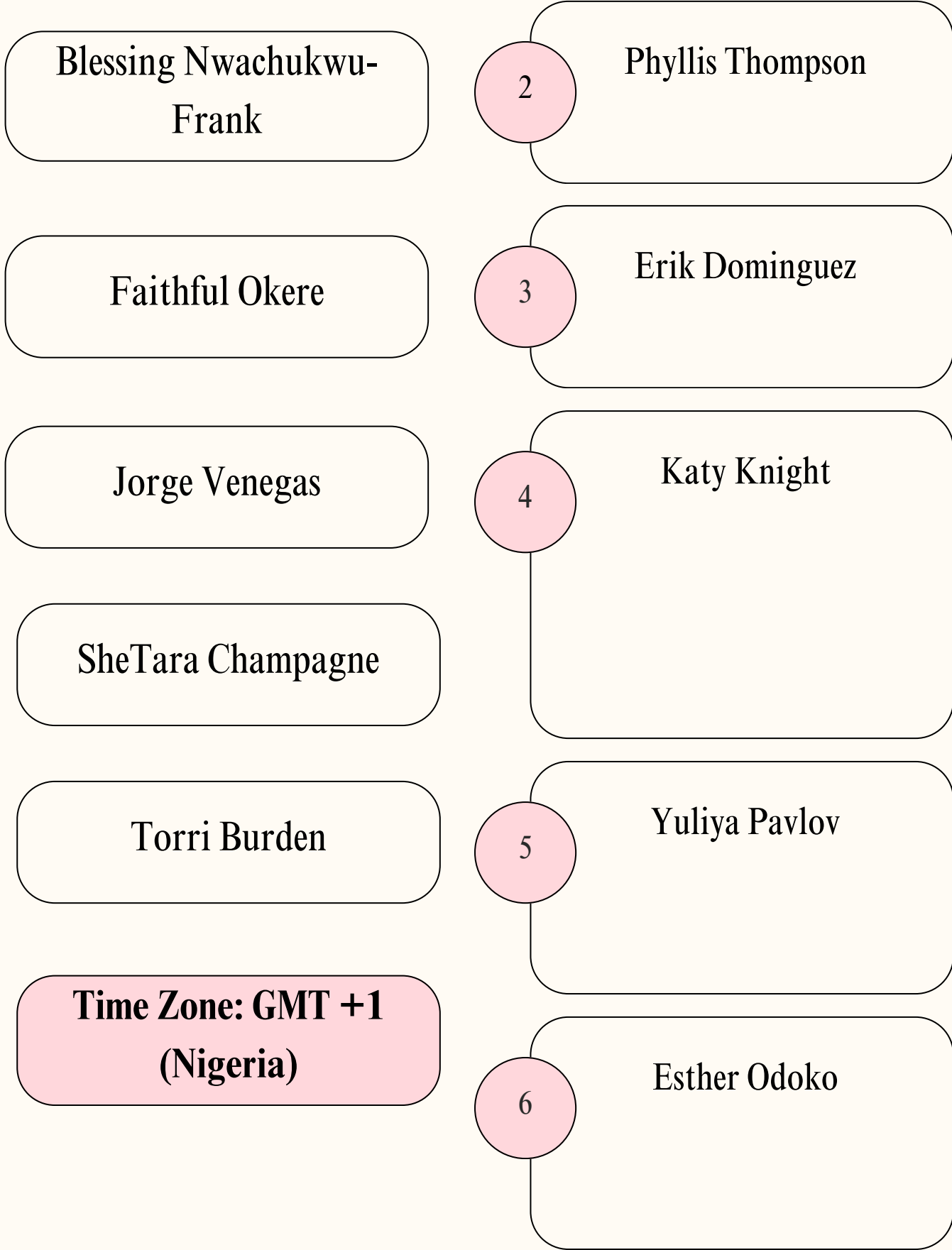
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| 25 | 26 | 27 | 28 | 29 |

**ZOOM CLASS SCHEDULE**

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**Data & Technical Support Studies**  
**Instructor Home USA**  
**Session Guide**



**INSTRUCTORS**

**Students Ages: 6-8**

- Classes will last for 2 hours max.
- Each class will have a 15 min break time.
- Internet, and computers will be required.
- Classes can be taken from any location.
- Classes can also be taken from the technology room if coming from a partner school.
- Fees for the class may fall under the “Technology Innovation Fee”.
- You have an option to pay monthly or yearly.
- Attendance and punctuality are mandatory.
- Always clock in on the website when in class.
- Remember to clock out of class when sessions are over.
- Classes will be on zoom.
- Some recorded class will be uploaded to our site.
- Our Instructors are from several parts of the world.
- Our zoom class size are to be determined (TBD).
- You will be able to share your screen on Saturdays for practice and simulation.
- Wednesdays are a repeat class of Monday.

# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week I  
Class Capacity: TBD

| Time/Day | Monday              | Time  | Wednesday           | Time  | Saturday            |
|----------|---------------------|-------|---------------------|-------|---------------------|
| 04.00    | Intro to Data Entry | 04.00 | Intro to Data Entry | 01.00 | Intro to Data Entry |
| 04.45    | BREAK TIME          | 04.45 | BREAK TIME          | 02:00 | BREAK TIME          |
| 05.00    | CLASS RESUMES       | 05.00 | CLASS RESUMES       | 02:15 | CLASS RESUMES       |
| 05.30    | ENDS                | 05.30 | ENDS                | 03:00 | ENDS                |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 2  
Class Capacity: TBD

| Time/Day | Monday                   | Time  | Wednesday                | Time  | Saturday                 |
|----------|--------------------------|-------|--------------------------|-------|--------------------------|
| 04.00    | Intro to accent training | 04.00 | Intro to accent training | 01.00 | Intro to accent training |
| 04.45    | BREAK TIME               | 04.45 | BREAK TIME               | 02.00 | BREAK TIME               |
| 05.00    | CLASS RESUMES            | 05.00 | CLASS RESUMES            | 02.15 | CLASS RESUMES            |
| 05.30    | ENDS                     | 05.30 | ENDS                     | 03.00 | ENDS                     |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 3  
Class Capacity: TBD

| Time/Day | Monday                | Time  | Wednesday             | Time  | Saturday              |
|----------|-----------------------|-------|-----------------------|-------|-----------------------|
| 04.00    | Intro to Data Entry 2 | 04.00 | Intro to Data Entry 2 | 01.00 | Intro to Data Entry 2 |
| 04.45    | BREAK TIME            | 04.45 | BREAK TIME            | 02.00 | BREAK TIME            |
| 05.00    | CLASS RESUMES         | 05.00 | CLASS RESUMES         | 02.15 | CLASS RESUMES         |
| 05.30    | ENDS                  | 05.30 | ENDS                  | 03.00 | ENDS                  |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 4  
Class Capacity: TBD

| Time/Day | Monday             | Time  | Wednesday          | Time  | Saturday           |
|----------|--------------------|-------|--------------------|-------|--------------------|
| 04.00    | Intro to Etiquette | 04.00 | Intro to Etiquette | 01.00 | Intro to Etiquette |
| 04.45    | BREAK TIME         | 04.45 | BREAK TIME         | 02.00 | BREAK TIME         |
| 05.00    | CLASS RESUMES      | 05.00 | CLASS RESUMES      | 02.15 | CLASS RESUMES      |
| 05.30    | ENDS               | 05.30 | ENDS               | 03.00 | ENDS               |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 5  
Class Capacity: TBD

| Time/Day | Monday             | Time  | Wednesday          | Time  | Saturday           |
|----------|--------------------|-------|--------------------|-------|--------------------|
| 04.00    | Intro to Computers | 04.00 | Intro to Computers | 01.00 | Intro to Computers |
| 04.45    | BREAK TIME         | 04.45 | BREAK TIME         | 02.00 | BREAK TIME         |
| 05.00    | CLASS RESUMES      | 05.00 | CLASS RESUMES      | 02.15 | CLASS RESUMES      |
| 05.30    | ENDS               | 05.30 | ENDS               | 03.00 | ENDS               |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 6  
Class Capacity: TBD

| Time/Day | Monday                 | Time  | Wednesday              | Time  | Saturday               |
|----------|------------------------|-------|------------------------|-------|------------------------|
| 04.00    | Accent Training Vowels | 04.00 | Accent Training Vowels | 01.00 | Accent Training Vowels |
| 04.45    | BREAK TIME             | 04.45 | BREAK TIME             | 02.00 | BREAK TIME             |
| 05.00    | CLASS RESUMES          | 05.00 | CLASS RESUMES          | 02.15 | CLASS RESUMES          |
| 05.30    | ENDS                   | 05.30 | ENDS                   | 03.00 | ENDS                   |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 7  
Class Capacity: TBD

| Time/Day | Monday          | Time  | Wednesday       | Time  | Saturday        |
|----------|-----------------|-------|-----------------|-------|-----------------|
| 04.00    | Intro to Typing | 04.00 | Intro to Typing | 01.00 | Intro to Typing |
| 04.45    | BREAK TIME      | 04.45 | BREAK TIME      | 02.00 | BREAK TIME      |
| 05.00    | CLASS RESUMES   | 05.00 | CLASS RESUMES   | 02.15 | CLASS RESUMES   |
| 05.30    | ENDS            | 05.30 | ENDS            | 03.00 | ENDS            |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 8  
Class Capacity: TBD

| Time/Day | Monday            | Time  | Wednesday         | Time  | Saturday          |
|----------|-------------------|-------|-------------------|-------|-------------------|
| 04.00    | Intro to Software | 04.00 | Intro to Software | 01.00 | Intro to Software |
| 04.45    | BREAK TIME        | 04.45 | BREAK TIME        | 02.00 | BREAK TIME        |
| 05.00    | CLASS RESUMES     | 05.00 | CLASS RESUMES     | 02.15 | CLASS RESUMES     |
| 05.30    | ENDS              | 05.30 | ENDS              | 03.00 | ENDS              |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 9  
Class Capacity: TBD

| Time/Day | Monday                       | Time  | Wednesday                    | Time  | Saturday                     |
|----------|------------------------------|-------|------------------------------|-------|------------------------------|
| 04.00    | Intro to Computer Navigation | 04.00 | Intro to Computer Navigation | 01.00 | Intro to Computer Navigation |
| 04.45    | BREAK TIME                   | 04.45 | BREAK TIME                   | 02.00 | BREAK TIME                   |
| 05.00    | CLASS RESUMES                | 05.00 | CLASS RESUMES                | 02.15 | CLASS RESUMES                |
| 05.30    | ENDS                         | 05.30 | ENDS                         | 03.00 | ENDS                         |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 10  
Class Capacity: TBD

| Time/Day | Monday                     | Time  | Wednesday                  | Time  | Saturday                   |
|----------|----------------------------|-------|----------------------------|-------|----------------------------|
| 04.00    | Accent Training Consonants | 04.00 | Accent Training Consonants | 01.00 | Accent Training Consonants |
| 04.45    | BREAK TIME                 | 04.45 | BREAK TIME                 | 02.00 | BREAK TIME                 |
| 05.00    | CLASS RESUMES              | 05.00 | CLASS RESUMES              | 02.15 | CLASS RESUMES              |
| 05.30    | ENDS                       | 05.30 | ENDS                       | 03.00 | ENDS                       |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

**Date: Week II**  
**Class Capacity: TBD**

| Time/Day | Monday               | Time  | Wednesday            | Time  | Saturday             |
|----------|----------------------|-------|----------------------|-------|----------------------|
| 04.00    | Data Typing Exercise | 04.00 | Data Typing Exercise | 01.00 | Data Typing Exercise |
| 04.45    | BREAK TIME           | 04.45 | BREAK TIME           | 02.00 | BREAK TIME           |
| 05.00    | CLASS RESUMES        | 05.00 | CLASS RESUMES        | 02.15 | CLASS RESUMES        |
| 05.30    | ENDS                 | 05.30 | ENDS                 | 03.00 | ENDS                 |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 12  
Class Capacity: TBD

| Time/Day | Monday                | Time  | Wednesday             | Time  | Saturday              |
|----------|-----------------------|-------|-----------------------|-------|-----------------------|
| 04.00    | Intro to Tech Support | 04.00 | Intro to Tech Support | 01.00 | Intro to Tech Support |
| 04.45    | BREAK TIME            | 04.45 | BREAK TIME            | 02.00 | BREAK TIME            |
| 05.00    | CLASS RESUMES         | 05.00 | CLASS RESUMES         | 02.15 | CLASS RESUMES         |
| 05.30    | ENDS                  | 05.30 | ENDS                  | 03.00 | ENDS                  |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 13  
Class Capacity: TBD

| Time/Day | Monday                    | Time  | Wednesday                 | Time  | Saturday                  |
|----------|---------------------------|-------|---------------------------|-------|---------------------------|
| 04.00    | Accent Training Syllables | 04.00 | Accent Training Syllables | 01.00 | Accent Training Syllables |
| 04.45    | BREAK TIME                | 04.45 | BREAK TIME                | 02.00 | BREAK TIME                |
| 05.00    | CLASS RESUMES             | 05.00 | CLASS RESUMES             | 02.15 | CLASS RESUMES             |
| 05.30    | ENDS                      | 05.30 | ENDS                      | 03.00 | ENDS                      |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 14  
Class Capacity: TBD

| Time/Day | Monday          | Time  | Wednesday       | Time  | Saturday        |
|----------|-----------------|-------|-----------------|-------|-----------------|
| 04.00    | Intro to Coding | 04.00 | Intro to Coding | 1.00  | Intro to Coding |
| 04.45    | BREAK TIME      | 04.45 | BREAK TIME      | 2.00  | BREAK TIME      |
| 05.00    | CLASS RESUMES   | 05.00 | CLASS RESUMES   | 02.15 | CLASS RESUMES   |
| 05.30    | ENDS            | 05.30 | ENDS            | 03.00 | ENDS            |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 15  
Class Capacity: TBD

| Time/Day | Monday             | Time  | Wednesday          | Time  | Saturday           |
|----------|--------------------|-------|--------------------|-------|--------------------|
| 04.00    | Etiquette Training | 04.00 | Etiquette Training | 01.00 | Etiquette Training |
| 04.45    | BREAK TIME         | 04.45 | BREAK TIME         | 02.00 | BREAK TIME         |
| 05.00    | CLASS RESUMES      | 05.00 | CLASS RESUMES      | 02.15 | CLASS RESUMES      |
| 05.30    | ENDS               | 05.30 | ENDS               | 03.00 | ENDS               |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 16  
Class Capacity: TBD

| Time/Day | Monday                           | Time  | Wednesday                        | Time  | Saturday                         |
|----------|----------------------------------|-------|----------------------------------|-------|----------------------------------|
| 04.00    | Accent Training: Parts of Speech | 04.00 | Accent Training: Parts of Speech | 01.00 | Accent Training: Parts of Speech |
| 04.45    | BREAK TIME                       | 04.45 | BREAK TIME                       | 02.00 | BREAK TIME                       |
| 05.00    | CLASS RESUMES                    | 05.00 | CLASS RESUMES                    | 02.15 | CLASS RESUMES                    |
| 05.30    | ENDS                             | 05.30 | ENDS                             | 03.00 | ENDS                             |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 17  
Class Capacity: TBD

| Time/Day | Monday                  | Time  | Wednesday               | Time  | Saturday                |
|----------|-------------------------|-------|-------------------------|-------|-------------------------|
| 04.00    | Intro to Microsoft Word | 04.00 | Intro to Microsoft Word | 01.00 | Intro to Microsoft Word |
| 04.45    | BREAK TIME              | 04.45 | BREAK TIME              | 02.00 | BREAK TIME              |
| 05.00    | CLASS RESUMES           | 05.00 | CLASS RESUMES           | 02.15 | CLASS RESUMES           |
| 05.30    | ENDS                    | 05.30 | ENDS                    | 03.00 | ENDS                    |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 18  
Class Capacity: TBD

| Time/Day | Monday                   | Time  | Wednesday                | Time  | Saturday                 |
|----------|--------------------------|-------|--------------------------|-------|--------------------------|
| 04.00    | Intro to Microsoft Excel | 04.00 | Intro to Microsoft Excel | 01.00 | Intro to Microsoft Excel |
| 04.45    | BREAK TIME               | 04.45 | BREAK TIME               | 02.00 | BREAK TIME               |
| 05.00    | CLASS RESUMES            | 05.00 | CLASS RESUMES            | 02.15 | CLASS RESUMES            |
| 05.30    | ENDS                     | 05.30 | ENDS                     | 03.00 | ENDS                     |
| 05.00    |                          |       |                          |       |                          |
| 06.00    |                          |       |                          |       |                          |
| 07.00    |                          |       |                          |       |                          |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

**Date: Week 19**  
**Class Capacity: TBD**

| Time/Day | Monday                    | Time  | Wednesday                 | Time  | Saturday                  |
|----------|---------------------------|-------|---------------------------|-------|---------------------------|
| 04.00    | Intro to Network Security | 04.00 | Intro to Network Security | 1.00  | Intro to Network Security |
| 04.45    | BREAK TIME                | 04.45 | BREAK TIME                | 02.00 | BREAK TIME                |
| 05.00    | CLASS RESUMES             | 05.00 | CLASS RESUMES             | 02.15 | CLASS RESUMES             |
| 05.30    | ENDS                      | 05.30 | ENDS                      | 03.00 | ENDS                      |
| 05.00    |                           |       |                           |       |                           |
| 06.00    |                           |       |                           |       |                           |
| 07.00    |                           |       |                           |       |                           |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 20  
Class Capacity: TBD

| Time/Day | Monday                           | Time  | Wednesday                        | Time  | Saturday                         |
|----------|----------------------------------|-------|----------------------------------|-------|----------------------------------|
| 04.00    | Intro to Artificial Intelligence | 04.00 | Intro to Artificial Intelligence | 01:00 | Intro to Artificial Intelligence |
| 04.45    | BREAK TIME                       | 04.45 | BREAK TIME                       | 02:00 | BREAK TIME                       |
| 05.00    | CLASS RESUMES                    | 05.00 | CLASS RESUMES                    | 02:15 | CLASS RESUMES                    |
| 05.30    | ENDS                             | 05.30 | ENDS                             | 03:00 | ENDS                             |
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# Second Term

## *Calendar*



# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week I  
Class Capacity: TBD

| Time/Day | Monday                          | Time  | Wednesday                       | Time  | Saturday                        |
|----------|---------------------------------|-------|---------------------------------|-------|---------------------------------|
| 04.00    | Accent Training: Pronunciations | 04.00 | Accent Training: Pronunciations | 01.00 | Accent Training: Pronunciations |
| 04.45    | BREAK TIME                      | 04.45 | BREAK TIME                      | 02:00 | BREAK TIME                      |
| 05.00    | CLASS RESUMES                   | 05.00 | CLASS RESUMES                   | 02:15 | CLASS RESUMES                   |
| 05.30    | ENDS                            | 05.30 | ENDS                            | 03:00 | ENDS                            |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 2  
Class Capacity: TBD

| Time/Day | Monday         | Time  | Wednesday      | Time  | Saturday       |
|----------|----------------|-------|----------------|-------|----------------|
| 04.00    | Coding: Python | 04.00 | Coding: Python | 01.00 | Coding: Python |
| 04.45    | BREAK TIME     | 04.45 | BREAK TIME     | 02:00 | BREAK TIME     |
| 05.00    | CLASS RESUMES  | 05.00 | CLASS RESUMES  | 02:15 | CLASS RESUMES  |
| 05.30    | ENDS           | 05.30 | ENDS           | 03:00 | ENDS           |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 3  
Class Capacity: TBD

| Time/Day | Monday                   | Time  | Wednesday                | Time  | Saturday                 |
|----------|--------------------------|-------|--------------------------|-------|--------------------------|
| 04.00    | Intro to English Writing | 04.00 | Intro to English Writing | 01.00 | Intro to English Writing |
| 04.45    | BREAK TIME               | 04.45 | BREAK TIME               | 02:00 | BREAK TIME               |
| 05.00    | CLASS RESUMES            | 05.00 | CLASS RESUMES            | 02:15 | CLASS RESUMES            |
| 05.30    | ENDS                     | 05.30 | ENDS                     | 03:00 | ENDS                     |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 4  
Class Capacity: TBD

| Time/Day | Monday             | Time  | Wednesday          | Time  | Saturday           |
|----------|--------------------|-------|--------------------|-------|--------------------|
| 04.00    | Etiquette Training | 04.00 | Etiquette Training | 01.00 | Etiquette Training |
| 04.45    | BREAK TIME         | 04.45 | BREAK TIME         | 02:00 | BREAK TIME         |
| 05.00    | CLASS RESUMES      | 05.00 | CLASS RESUMES      | 02:15 | CLASS RESUMES      |
| 05.30    | ENDS               | 05.30 | ENDS               | 03:00 | ENDS               |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 5  
Class Capacity: TBD

| Time/Day | Monday             | Time  | Wednesday          | Time  | Saturday           |
|----------|--------------------|-------|--------------------|-------|--------------------|
| 04.00    | Intro to Designing | 04.00 | Intro to Designing | 01.00 | Intro to Designing |
| 04.45    | BREAK TIME         | 04.45 | BREAK TIME         | 02:00 | BREAK TIME         |
| 05.00    | CLASS RESUMES      | 05.00 | CLASS RESUMES      | 02:15 | CLASS RESUMES      |
| 05.30    | ENDS               | 05.30 | ENDS               | 03:00 | ENDS               |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 6  
Class Capacity: TBD

| Time/Day | Monday             | Time  | Wednesday          | Time  | Saturday           |
|----------|--------------------|-------|--------------------|-------|--------------------|
| 04.00    | Intro to Ticketing | 04.00 | Intro to Ticketing | 01.00 | Intro to Ticketing |
| 04.45    | BREAK TIME         | 04.45 | BREAK TIME         | 02:00 | BREAK TIME         |
| 05.00    | CLASS RESUMES      | 05.00 | CLASS RESUMES      | 02:15 | CLASS RESUMES      |
| 05.30    | ENDS               | 05.30 | ENDS               | 03:00 | ENDS               |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 7  
Class Capacity: TBD

| Time/Day | Monday        | Time  | Wednesday     | Time  | Saturday      |
|----------|---------------|-------|---------------|-------|---------------|
| 04.00    | Touch Typing  | 04.00 | Touch Typing  | 01.00 | Touch Typing  |
| 04.45    | BREAK TIME    | 04.45 | BREAK TIME    | 02:00 | BREAK TIME    |
| 05.00    | CLASS RESUMES | 05.00 | CLASS RESUMES | 02:15 | CLASS RESUMES |
| 05.30    | ENDS          | 05.30 | ENDS          | 03:00 | ENDS          |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 8  
Class Capacity: TBD

| Time/Day | Monday          | Time  | Wednesday       | Time  | Saturday        |
|----------|-----------------|-------|-----------------|-------|-----------------|
| 04.00    | Public Speaking | 04.00 | Public Speaking | 01.00 | Public Speaking |
| 04.45    | BREAK TIME      | 04.45 | BREAK TIME      | 02:00 | BREAK TIME      |
| 05.00    | CLASS RESUMES   | 05.00 | CLASS RESUMES   | 02:15 | CLASS RESUMES   |
| 05.30    | ENDS            | 05.30 | ENDS            | 03:00 | ENDS            |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 9  
Class Capacity: TBD

| Time/Day | Monday         | Time  | Wednesday      | Time  | Saturday       |
|----------|----------------|-------|----------------|-------|----------------|
| 04.00    | Coding: Python | 04.00 | Coding: Python | 01.00 | Coding: Python |
| 04.45    | BREAK TIME     | 04.45 | BREAK TIME     | 02:00 | BREAK TIME     |
| 05.00    | CLASS RESUMES  | 05.00 | CLASS RESUMES  | 02:15 | CLASS RESUMES  |
| 05.30    | ENDS           | 05.30 | ENDS           | 03:00 | ENDS           |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 10  
Class Capacity: TBD

| Time/Day | Monday           | Time  | Wednesday        | Time  | Saturday         |
|----------|------------------|-------|------------------|-------|------------------|
| 04.00    | Network Security | 04.00 | Network Security | 01.00 | Network Security |
| 04.45    | BREAK TIME       | 04.45 | BREAK TIME       | 02:00 | BREAK TIME       |
| 05.00    | CLASS RESUMES    | 05.00 | CLASS RESUMES    | 02:15 | CLASS RESUMES    |
| 05.30    | ENDS             | 05.30 | ENDS             | 03:00 | ENDS             |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

**Date: Week II**  
**Class Capacity: TBD**

| Time/Day | Monday                    | Time  | Wednesday                 | Time  | Saturday                  |
|----------|---------------------------|-------|---------------------------|-------|---------------------------|
| 04.00    | Intro to Customer Support | 04.00 | Intro to Customer Support | 01.00 | Intro to Customer Support |
| 04.45    | BREAK TIME                | 04.45 | BREAK TIME                | 02:00 | BREAK TIME                |
| 05.00    | CLASS RESUMES             | 05.00 | CLASS RESUMES             | 02:15 | CLASS RESUMES             |
| 05.30    | ENDS                      | 05.30 | ENDS                      | 03:00 | ENDS                      |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 12  
Class Capacity: TBD

| Time/Day | Monday          | Time  | Wednesday       | Time  | Saturday        |
|----------|-----------------|-------|-----------------|-------|-----------------|
| 04.00    | Microsoft Excel | 04.00 | Microsoft Excel | 01.00 | Microsoft Excel |
| 04.45    | BREAK TIME      | 04.45 | BREAK TIME      | 02:00 | BREAK TIME      |
| 05.00    | CLASS RESUMES   | 05.00 | CLASS RESUMES   | 02:15 | CLASS RESUMES   |
| 05.30    | ENDS            | 05.30 | ENDS            | 03:00 | ENDS            |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 13  
Class Capacity: TBD

| Time/Day | Monday                       | Time  | Wednesday                    | Time  | Saturday                     |
|----------|------------------------------|-------|------------------------------|-------|------------------------------|
| 04.00    | Intro to Calendar Management | 04.00 | Intro to Calendar Management | 01.00 | Intro to Calendar Management |
| 04.45    | BREAK TIME                   | 04.45 | BREAK TIME                   | 02:00 | BREAK TIME                   |
| 05.00    | CLASS RESUMES                | 05.00 | CLASS RESUMES                | 02:15 | CLASS RESUMES                |
| 05.30    | ENDS                         | 05.30 | ENDS                         | 03:00 | ENDS                         |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 14  
Class Capacity: TBD

| Time/Day | Monday                | Time  | Wednesday             | Time  | Saturday              |
|----------|-----------------------|-------|-----------------------|-------|-----------------------|
| 04.00    | Intro to Social Media | 04.00 | Intro to Social Media | 01.00 | Intro to Social Media |
| 04.45    | BREAK TIME            | 04.45 | BREAK TIME            | 02:00 | BREAK TIME            |
| 05.00    | CLASS RESUMES         | 05.00 | CLASS RESUMES         | 02:15 | CLASS RESUMES         |
| 05.30    | ENDS                  | 05.30 | ENDS                  | 03:00 | ENDS                  |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation



**Date: Week 15**  
**Class Capacity: TBD**

| Time/Day | Monday           | Time  | Wednesday        | Time  | Saturday         |
|----------|------------------|-------|------------------|-------|------------------|
| 04.00    | Network Security | 04.00 | Network Security | 01:00 | Network Security |
| 04.45    | BREAK TIME       | 04.45 | BREAK TIME       | 02:00 | BREAK TIME       |
| 05.00    | CLASS RESUMES    | 05.00 | CLASS RESUMES    | 02:15 | CLASS RESUMES    |
| 05.30    | ENDS             | 05.30 | ENDS             | 03:00 | ENDS             |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 16  
Class Capacity: TBD

| Time/Day | Monday                   | Time  | Wednesday                | Time  | Saturday                 |
|----------|--------------------------|-------|--------------------------|-------|--------------------------|
| 04.00    | Accent Training: Rhyming | 04.00 | Accent Training: Rhyming | 01:00 | Accent Training: Rhyming |
| 04.45    | BREAK TIME               | 04.45 | BREAK TIME               | 02:00 | BREAK TIME               |
| 05.00    | CLASS RESUMES            | 05:00 | CLASS RESUMES            | 02:15 | CLASS RESUMES            |
| 05.30    | ENDS                     | 05:30 | ENDS                     | 03:00 | ENDS                     |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation



**Date: Week 17**  
**Class Capacity: TBD**

| Time/Day | Monday              | Time  | Wednesday           | Time  | Saturday            |
|----------|---------------------|-------|---------------------|-------|---------------------|
| 04.00    | Computer Navigation | 04.00 | Computer Navigation | 01:00 | Computer Navigation |
| 04.45    | BREAK TIME          | 04.45 | BREAK TIME          | 02:00 | BREAK TIME          |
| 05.00    | CLASS RESUMES       | 05.00 | CLASS RESUMES       | 02:15 | CLASS RESUMES       |
| 05.30    | ENDS                | 05.30 | ENDS                | 03:00 | ENDS                |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

Date: Week 18

Class Capacity: TBD

| Time/Day | Monday        | Time  | Wednesday     | Time  | Saturday      |
|----------|---------------|-------|---------------|-------|---------------|
| 04.00    | Speed Typing  | 04.00 | Speed Typing  | 01.00 | Speed Typing  |
| 04.45    | BREAK TIME    | 04.45 | BREAK TIME    | 02:00 | BREAK TIME    |
| 05.00    | CLASS RESUMES | 05.00 | CLASS RESUMES | 02.15 | CLASS RESUMES |
| 05.30    | ENDS          | 05.30 | ENDS          | 03.00 | ENDS          |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

**Date: Week 19**  
**Class Capacity: TBD**

| Time/Day | Monday         | Time  | Wednesday      | Time  | Saturday       |
|----------|----------------|-------|----------------|-------|----------------|
| 04.00    | Poetry Writing | 04.00 | Poetry Writing | 1.00  | Poetry Writing |
| 04.45    | BREAK TIME     | 04.45 | BREAK TIME     | 02.00 | BREAK TIME     |
| 05.00    | CLASS RESUMES  | 05.00 | CLASS RESUMES  | 02.15 | CLASS RESUMES  |
| 05.30    | ENDS           | 05.30 | ENDS           | 03.00 | ENDS           |
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# Weekly Schedule

Mondays: New Lesson  
Wednesdays: Refresher Lesson  
Saturdays: Practice and Simulation

**Date: Week 20**  
**Class Capacity: TBD**

| Time/Day | Monday        | Time  | Wednesday     | Time  | Saturday      |
|----------|---------------|-------|---------------|-------|---------------|
| 04.00    | Team Building | 04.00 | Team Building | 01.00 | Team Building |
| 04.45    | BREAK TIME    | 04.45 | BREAK TIME    | 02.00 | BREAK TIME    |
| 05.00    | CLASS RESUMES | 05.00 | CLASS RESUMES | 02.15 | CLASS RESUMES |
| 05.30    | ENDS          | 05.30 | ENDS          | 03.00 | ENDS          |
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